



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	5	Physical Facility And Life-Safety Requirements	
Section	4	Life-safety requirements for shelter facilities and homes (N.J.A.C. 10:124-5.4)	

§10:124-5.4 Life-safety requirements for shelter facilities and homes

(a) Emergency information: the shelter facility or home shall post in a prominent location written emergency information, including the following:

1. The location of the first aid kit and any additional first aid supplies;
2. The name, address and telephone number of the physician retained by the shelter facility or home or of the health facility to be used in emergency situations;
3. The hospital and/or clinic to which injured or ill children are to be taken;
4. The telephone numbers of the police and fire department and the local ambulance service(s);
5. The telephone number of the Division's Office of Child Abuse Control (800-792-8610); and
6. The location of written authorization from parent(s) for medical care for each child.

(b) In addition to (a) above, a shelter facility shall post an evacuation plan, including a diagram of the building and a description of how the shelter facility is to be evacuated in case of emergency.

(c) First aid equipment: First aid equipment shall be located in a convenient, accessible location in the shelter facility or home and shall include:

1. A standard first aid kit recommended by the American Red Cross or the local or State health departments; and
2. The Red Cross First Aid Manual or its equivalent.

(d) Fire/evacuation drill and training:

1. The shelter facility shall conduct fire/evacuation drills at least twice monthly to familiarize the staff members and children with the procedures for leaving the building in an emergency situation.

2. The shelter facility shall maintain a record of each fire/evacuation drill. The record shall include:

i. The date and time of day of the drill;

ii. The number of children and staff members who participated;
and

iii. The total amount of time necessary to evacuate the shelter facility.

3. The shelter facility staff members shall be trained in the use and operation of fire extinguishers.

(e) Shelter facilities and homes caring for children six years of age and under